

REFERENCING CONVENTIONS

The reference system used by staff and students is based upon the Harvard System. This applies to all assignments, and to College publications and documents. This appendix gives a brief overview of the system but the authoritative guide is the *Publication Manual of the American Psychological Association* (1994).

INTRODUCTION

"The Harvard System, well established in the natural sciences and increasingly adopted in social science writing has certain advantages. By using an abbreviated form of citation in the text it obviates most of the labour and unsightliness of giving complete citations in individual footnotes. As it does not require citations to be numbered it enables references to be added or removed in the course of drafting with the minimum inconvenience. It automatically provides every article or chapter or book with a formal list of sources referred to in the text" (Parker, 1978, p. 321).

The system is consistent in that it arranges the entry for a work in the reference list (although more detailed) in precisely the same way as it appears in the in-text citation. For example the entry in the reference list for the above citation would appear as:

Parker, R.S. (1978). *Style notes for typescript in the social sciences*. Canberra, ACT: Australian National University.

References In Text (In-Text Citation)

All references are to be documented within the text by citing the author of the reference, the year of the publication and the page(s) on which the reference is found. This information is placed in brackets, immediately following the passage to which it refers, but note that this applies only to direct quotations.

The basic format for in-text references is author's surname (in lower case except for the first letter), followed by a comma, a single space, the year of publication, followed by another comma, p.(to denote page, or pp. to denote pages), a space and finally the page number(s). The whole to be enclosed in brackets. A section of a work is denoted by the numbers of the first page and of the last page of that section separated by a dash.

Quotes of over 5 lines should be indented 1.5 cm from both left and right margins.

Example 1a – Direct Quote – No Name Included

"We are much better at producing scholars than producing saints, for . . . it is far too difficult to teach people to be saints" (Griffiths, 1990, p. 15). Note that the full stop is **not** included within the quotation marks but at the end of the actual sentence, i.e. after the final bracket.

Example 1b – Direct Quote – Name Included

Griffiths (1990) states "We are much better at producing scholars than producing saints, for . . . it is far too difficult to teach people to be saints" (p. 15). Note that the full stop is **not** included within the quotation marks but at the end of the actual sentence, i.e. after the final bracket.

Example 2 – General Reference

Some researchers (Murray, 1989; Witmer, 1962a; & Bustanoby, 1969) have provided models to highlight these differences. In this case the student is documenting the statement "some researchers" by providing supporting evidence.

Example 3 – Indirect Quoting/Paraphrasing

The original quote:

“...for in his words speech and action are combined” (Stott, 1982, p. 101).

Indirect quote

Option 1. Stott (1982) states that Gods words and actions work together (p. 101).

Option 2. God’s words and actions work together (Stott, 1982, p. 101).

Reference Lists (End References)

The Harvard System for end references places the date (year of publication) immediately after the author's name, making the end reference consistent with the in-text reference. Basically the form of entry is:

Author (i.e Surname), then initials. (Year). *Title*. City of Publication, State of Publication:Publisher.

The **title** is either printed in *italics* or underlined (see example 3). In the case of an article (from a journal or a book) the title of the main work is shown in italics or underlined, **not** the title of the article (e.g. see example 4). Note: Capitalize only the first word of the title and the first word of the sub-title (if any) of a book title.

Here are some examples of the most commonly found types of references.

Example 3 Book (single author)

Hynde, D. (1984). *Australian Christianity in outline*. Homebush West, NSW: Lancer.

Example 4 Book (More than one author)

Schuller, D.S., Strommen, M.P., & Brekke, M.L. (1980). *Ministry in America*. New York, NY: Harper & Row.

(Note: The second (and subsequent) lines of a reference are indented.)

Example 5 Article (Journal)

Bustanoby, A. (1969). Testing for maturity. *Christianity Today*. 14(4), 22-23.

(Note: Article is in ordinary type and the journal title in italics. The volume number is in italics and the issue number in brackets. The page numbers of the article are given at the end.

Example 6 Article (Journal with only issue dates)

Miles, B.S., & Huberman, A.M. (1984). Drawing valid meaning from qualitative data. *Educational Researcher*, (May), 20-30.

Example 7 Article/Chapter (Edited Book)

Nicholls, B.J. (1982). The role of spiritual development in theological education. In Paul Bowers (Ed.), *Evangelical Theological Education Today*, (Vol 2, pp. 13-25). Nairobi, Kenya: Evangel Publishing House.

Reference lists are typed single spaced, references are arranged alphabetically by authors' surnames and then by year of publication in cases of more than one reference by the one author. To distinguish between different works by the same author, published in the same year, add a lower case letter to the date. This device is also used in the in-text reference [e.g. (Witmer, 1962b, p. 32)]. The letters are assigned in the order in which the works are first cited in the text.

Example 8 Multiple quotes from the same author.

Witmer, S.A. (1962a). *The Bible college story*. Fayetteville, IN: American Association of Bible Colleges.

Witmer, S.A. (1962b). *Preparing Bible college students*. Fayetteville, IN: American Association of Bible Colleges.

Witmer, S.A. (1990). *Educational psychology* (4th ed.). Englewood Cliffs, NJ: Prentice Hall.

Titles of articles are distinguished from titles of the main works in which they appear, in the following ways:

Only the first word of the title of an article is given in initial capital letter, whereas all major words in the title of a journal are given initial capital letters (connectives such as "on", "of", and articles such as "a", "the", are not so treated), and the journal title is in *italics*. **Always** capitalise proper names and personal names.

Example 9 Quotes from a CD ROM.

Witmer, S.A. (1962). *The Bible college story* [CD-ROM]. Fayetteville, IN: American Association of Bible Colleges.

Note the reference is exactly the same as for a book, except that [CR-ROM] is added immediately after the title.

Example 10 Quotes from the Internet.

Witmer, S.A. (1962). *The Bible college story* [On-line]. Available: www.Dailog.Com.

Note: The date element should indicate the year of publication or, if the source undergoes regular revision, the most recent update. If a date cannot be determined, provide the exact date of your search.

Example 11 Quotes from a video.

Campolo, A. (1990). *Living with yourself* [Videotape]. Blaine, WA: Galaxy Communications.

Following Examples Adapted from: Leeds University [On-line]:
<http://www.leeds.ac.uk/library/training/referencing/harvard.htm>

Dance - live performance

Choreographer. (premiere date) Title.[Date seen and where].

Standard

This information is found on the title page of the standard:

Author of standard. (year). Standard Number and Year (separated by a colon). Title of standard. Place of publication and Name of publisher (separated by a colon).

Published music

Originator. (year) Title. Subsidiary originator. Publisher.

Film or video

Title. (year) Material designation. Subsidiary originator (director is preferred).

Production details - place: organisation.

Sound recording

Originator. (year) Title. Place of publication and Name of publisher (separated by a colon). Ref No. Sound type medium. Length.

Website with no author

Take the information from the webpage itself or the associated homepage - use the title bar and the credits at the bottom of the page, your own date of viewing the page and insert the words [online] and Available from World Wide Web:

Title of website (year as appearing on site) [online]. [Date accessed].

Available:www.<url of site>

Thesis

Use the title page of the thesis:

Family name, first initial(s). (year) Title. Type of qualification, academic institution

Illustration

Originator, (year) Title. Material type, location.

Dance - video

Name of director or producer. (year published or first transmission) Title of video or programme [type of medium e.g. video], Production company or Publisher [further details to identify dance works]

Online image

Author (Year) Title of image [online image]. [Date accessed]. Available from World Wide Web: <url of site>

Patent

This information is found on the title page of the patent:

Name of originator. (year) Title of patent document. Patent code. Patent number

Conference paper

Use the title page and reverse title page of the full proceedings and the headings for the paper:

Family name, first initial(s). (year) Title of paper. In: Editor(s) of conference proceedings if known. Title of conference, date of conference, location of conference. Place of publication: publisher. Page number(s)

Electronic journal article

Use information from the web site and the article:

*Family name, first initial(s). (year) Title of article. Journal title. [online]. **Volume** (issue number) [Date accessed], page number of article. Available from World Wide Web: <url of site>*

Television broadcast

Series title and number and title of episode. (year) Transmitting organisation and channel, full date and time of transmission.

For referencing options not included in this list see:

<http://www.lib.usm.edu/~instruct/guides/apa.html>

QUOTATIONS

Whenever quotations occur in any assignment the correct procedure must be followed. (See notes on Plagiarism).

ABBREVIATIONS FOR STATES AND TERRITORIES

<u>Alabama</u>	AL	<u>Missouri</u>	MO
Alaska	AK	Montana	MT
American Samoa	AS	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Canal Zone	CZ	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Pennsylvania	PA
Hawaii	HI	Puerto Rico	PR
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Maine	ME	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY